



## Employee Appraisal System (EASy) Completing a PDAS Observation Form Quick Reference Guide

\*Once campus administrators have successfully set up the Appraise staff list, conducting evaluations may begin. Below is a list of steps guiding campus principals through the process:

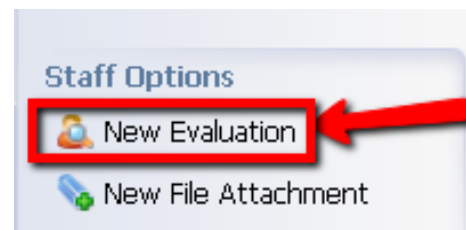
### Step 1:

Once logged in, click Appraise, click on the Evaluations Tab and select the staff member's name



### Step 2:

Click New Evaluation, select Observation from the drop down menu and select *SAISD Professional Development and Appraisal* then click *Next* and *Finish*



### Step 3:

Begin completing the form by clicking the box next to *Observation Summary*, type in your name if you are NOT the principal and continue to complete Domain I - Domain IV and 1,2,3 from Domain V

	Exceeds (x5)	Proficient (x3)	Below (x1)	Unsatisfactory (x0)
1. Engaged in Learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Successful in Learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Critical thinking/problem solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Self-directed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Connects Learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Domain I: Comments

Comments

Strengths

Areas to Address

**Step 4:**

Once *Domain I-IV* and *1,2,3* from *Domain V* are complete, click *Save* and *Let Staff View*

Professional Development and Appraisal System Summative

**Areas to Address**

Domain V: Professional Communication

	Exceeds (x5)	Proficient (x3)	Below (x1)	Unsatisfactory (x0)
1. Written with students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Verbal/nonverbal with students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Reluctant students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Written with parents, staff, community members, and other professionals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Verbal/non-verbal with parents, staff, community members, and other professionals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Supportive, courteous	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Domain V: Comments

Comments

Observations only require Domain I-IV and 1,2,3 of Domain V